



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington NC 27215

19 April 2020

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/1st Lt Sarah Haynes, NCWG CAC Recorder

SUBJECT: CAC Meeting Minutes for 19 April 2020

1. Opening Business

a. Roll Call

- i. C/Capt Graham (NC-019 Primary)
- ii. C/CMSgt Goncalves (NC-124 Assistant)
- iii. C/MSgt Emaus (NC-124 Primary)
- iv. C/2d Lt Privette (NC-135 Primary)
- v. C/Maj Sullivan (NC-048 Assistant)
- vi. C/Capt Perkins (NC-048 Primary)
- vii. C/2d Lt Orrs-Wright (NC-143 Primary)
- viii. C/Maj Grimm (NC-143 Assistant)
- ix. C/2d Lt Kehrer (NC-145 Primary)
- x. C/SSgt Richardson (NC-145 Assistant)
- xi. C/1st Lt Hernandez (NC-150 Primary)
- xii. C/2d Lt Joseph (NC-301 Primary)
- xiii. C/CMSgt Randolph (NC-079 Primary)
- xiv. C/Maj Smith (NC-305 Primary)
- xv. C/2d Lt Horton (NC-022 Primary)
- xvi. C/2d Lt Herman (NC-052 Primary)
- xvii. C/2d Lt Neal (NC-082 Primary)
- xviii. C/2d Lt Miller (NC-082 Assistant)
- xix. C/2d Lt Pope (NC-007 Primary)
- xx. C/2d Lt Andersen (NC-023 Primary)
- xxi. C/SSgt Turbyfill (NC-126 Primary)
- xxii. C/1st Lt C. Endre (NC-170 Primary)
- xxiii. C/1st Lt J. Endre (NC-170 Assistant)
- xxiv. C/SMSgt Wooters (NC-107 Primary)
- xxv. C/2d Lt Maner (NC-111 Primary)



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- xxvi. C/2d Lt Ksous (NC-111 Assistant)
- xxvii. C/Maj Ross (NC-300 Assistant)
- xxviii. C/1st Lt Nazzaro (CAC Chair)
- xxix. C/1st Lt Stange (CAC Vice Chair)
- xxx. C/1st Lt Haynes (CAC Recorder)
- xxxi. Maj Hallihan (CAC Senior Advisor)
- xxxii. C/Maj Randolph (NCWG Primary Representative)
- b. Region Briefing- C/Maj Randolph
 - i. NCWG was among the first wings to submit information ideas for dealing with the virus.
 - ii. There are currently five continued projects being worked on in April. They are focused on council administration, drill and ceremonies, recruiting, marksmanship, and unmanned.
- c. Squadron Reports
 - i. **NC-019** – The unit is meeting virtually using the guidance from NHQ for promotions.
 - ii. **NC-124** – The unit is meeting virtually and parents are helping with PT tests.
 - iii. **NC-048** – Unit is having Teams meetings twice a week for 30 minutes each. They use Cisco Webex for flight time. Drill tests are conducted through email and videos. They use forms with parent verification for PT and are pursuing online ES training.
 - iv. **NC-143**- The unit is meeting virtually with Teams. For drill tests, cadets record themselves completing the movements and send it to their flight staff for grading.
 - v. **NC-145**- A plan for PT night has not been decided, but it is currently being finalized. Created a weekly challenge to keep cadets involved, active, and motivated, such as a running challenge or a push up challenge. This is helping with communication.
 - vi. **NC-150**- The unit meets with Teams. Cadets are still asked to present in uniform for promotion speeches. Parents administer PT test and verify scores before they are submitted.
 - vii. **NC-301**- Weekly meetings are conducted on Discord and Cyber Patriot is held on Webex. For PT, a parent will record their cadet attempting the test and will send in the video, where it will be graded accordingly.
 - viii. **NC-079**- The unit is meeting with Zoom. They are using quizzes to study and review aerospace and leadership modules. Still figuring out how PT will be administered but



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are currently having parents verify that cadets have been active or walking regularly throughout the week.

- ix. **NC-305-** Still perfecting weekly Microsoft Teams meetings and best methods to encourage participation. PT is yet to be ironed out, but cadets have received encouraged to complete FEMA training in the meantime.
- x. **NC-022-** Started a weekly challenge between flights. Whichever flight has the most amount of points by the end of the epidemic will receive a prize.
- xi. **NC-052-** Conducts a weekly Teams meeting that typically lasts 30-60 minutes. Created PowerPoints to teach character development and had a live fire building demonstration for ES. Their next meeting will be aerospace, where cadets will have a space discussion. A drill plan is under progress, and most cadets already have PT scores in eServices.
- xii. **NC-082-** The unit has been using Microsoft teams for weekly meetings but found Zoom more helpful and will be moving to that platform instead. A model airplane contest is being held to encourage more participation.
- xiii. **NC-007-** Still adjusting to online Teams meeting. PT is currently being graded on the honor system.
- xiv. **NC-023-** Created an entire website to assign points for challenges. It tracks what exercises cadets complete, how many reps are done, and how many points the entered workout was worth. Holding a create-your-own glider challenge as well for fun. Another cadet tracker was created that tracks promotions, allowing cadets to see themselves move up in the ranks and set goals to keep promoting.
- xv. **NC-126-** The unit is meeting with Zoom and holds both weekly and daily challenges, such as recording a video of how long one can hold a plank and sending the video to Discord. Other challenges have been to memorize the safety pledge, increase PT scores by 10%, and attend the weekly calls consistently.
- xvi. **NC-170-** The unit was using Zoom and is now using Teams. PT is currently being accepted using the honor code. Drill is tested through Zoom video chat, and the majority of communication has been through email.
- xvii. **NC-107-** Has been ensuring that online testing is being completed. A plan for PT testing is still being decided.
- xviii. **NC-111-** The unit uses Teams for meetings. Flight staff communicates with their flight throughout the week while meetings are being organized. PT night consisted of a



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PowerPoint about public health, then a cadet turned on their camera and led exercises that could be done at home. Drill has been waived. A science teacher joined Teams for AE night and gave a PowerPoint on how an airplane works. ES night was a PowerPoint about basic GES.

- xix. **NC-300-** The unit meets with Teams on Tuesdays. Flight time meetings are held before the main meetings on Tuesdays and flight staff meets on Thursdays. Classes are being planned with the goal to keep cadets active and engaged.

2. Old Business

a. Committee Reports

- i. **Support Staff Committee-** Has completed enough research to have a proposal draft done by the end of the month. The committee is keeping motivation through the COVID-19 by implementing more contact within the group, such as by having buddies to check with to make sure the work gets completed.
- ii. **Professional Development Committee-** The Code of Conduct is complete. The committee had a conference call to review what is needed to complete an advocacy paper. The committee is encouraging more participation and has set a goal to create an outline for the advocacy paper.
- iii. **Recruiting and Retention Committee-** Had to cancel a meeting due to a hospital visit, but the proposal has been finished. It will be sent out to the rest of the committee for peer review about changes or updates before being sent to the Top 3 and Major Hallihan.
- iv. **Wing Website Committee-** Has set weekly meetings and deadlines for their proposal. The committee made a prioritized list of most needed changes and intends to fill in the empty tabs under Cadet Programs.
- v. **Medical Advancement Committee-** Intends to schedule a meeting by the end of the week to brainstorm ideas.
- vi. **Space Committee-** Looked at ideas and directions for the committee but did not see any ideas that would be worth the effort over time. C/2d Lt Andersen decided that the best course of action would be to table the committee. He then motioned to table the committee and was seconded by C/Maj Ross. C/1st Lt Stange extended a thank you for the committee's hard work this term. While everyone was sad to see the committee tabled, he knew there would be better opportunities in the future.



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- vii. **CAPID Card Committee-** First meeting was finished the prior night. Their proposal is in the final editing process and the committee has begun working on getting other proposals in condition to be submitted. Their goals are on staying focused, finishing their proposals, and having fun in the process.
 - viii. **Safety and Preparedness Committee-** RTW may have been canceled due to the virus, but the committee is still working on a script for the safety video. They are hoping to distribute sections of the script amongst the committee members and film portions of the video independently, then send out the video once all the components have been filmed.
3. New Business
- a. Open Floor
 - i. **C/2d Lt Herman-** Shared that senior cadets at his unit have begun using call downs to keep up squadron morale. As suggested by Lt Col Leighton, they are personally calling cadets to ask how they are doing, how they are coping with quarantine, and if they have any questions or ideas for future events. He has found that having one-on-one call time with cadets does a lot more for them than simply sending an email.
 - ii. **Major Hallihan-** Everyone should be relying on the CDC to say what is and is not okay to be doing during the stay-at-home order. In the meantime, it is important to understand national CAP orders for promotions during quarantine.
 - 1. Character development cannot be waived.
 - 2. PT tests and activity must be verified by an adult. PT is not waived.
 - 3. SDAs are not waived and should be handled virtually.
 - 4. Active participation, cadet oath, wearing the uniform, and hair regulations are waived.
 - 5. Drill is to be administered virtually or waived at unit discretion.
 - 6. Cadets must wait 7 days between achievement & milestone exams.
 - 7. Spaatz exam cannot be taken from home.
4. Closing
- a. Next CAC Meeting
 - i. Virtual Teams meeting to be held on 17 May from 2000-2100
 - ii. Proposals are due one week before the meeting (May 10), preferably earlier.



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- b. Upcoming Events (Subject to Change due to COVID)
 - i. 25 July, Cadet STEM Workshop with Aviation Institute of Maintenance in Charlotte
 - ii. 12 – 20 June, Encampment (Canceled due to COVID)
- c. News and Announcements- Major Hallihan

The following cadets are on track for earning their CAC ribbon this term for participating in at least five CAC meetings. Ribbons will be presented along with CAPF 2As in August. Cadets who have previously earned their CAC ribbon are not listed.

- i. C/MSgt Emaus
 - ii. C/Capt Perkins
 - iii. C/2d Lt Orrs-Wright
 - iv. C/2d Lt Kehrer
 - v. C/1st Lt Hernandez
 - vi. C/CMSgt Randolph
 - vii. C/2d Lt Horton
 - viii. C/2d Lt Herman
 - ix. C/2d Lt Neal
 - x. C/2d Lt Pope
 - xi. C/1st Lt C. Endre
 - xii. C/2d Lt Maner
 - xiii. C/Capt Hoernlein
 - xiv. C/1st Lt Stange
- d. Adjournment
 - i. The meeting was adjourned at 2103.

//SIGNED//

SARAH E. HAYNES, C/1st Lt, CAP
North Carolina Wing CAC Recorder



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